

Naval Facilities Expeditionary Logistics Center Business Plan FY 2004 - 2007



Innovation - Leadership - Performance
Building Readiness Solutions



NAVFAC
Naval Facilities Engineering Command

EXPEDITIONARY LOGISTICS CENTER

Foreword



Naval Facilities Expeditionary Logistics Center is a NAVFAC specialty center. Although NFELC is a new name, the organization represents the core Seabee logistics function in Port Hueneme that has supported the Seabees since 1942. The new name acknowledges our past and reflects the work we do now to increase the readiness and mission capability of the Seabees and the increasing number of the Navy's other expeditionary forces ashore.

Alignment. The NCF has aligned itself under a single command, the First Naval Construction Division (1NCD).

The 1NCD represents our NCF clients in a unified voice, making our direction clear and accelerating the pace of recapitalization and modernization throughout the force. The Logistics Improvement Roadmap is an NCF-wide initiative to improve Seabee logistics systems by adopting standard Navy systems and by further aligning NAVFAC SYSCOM efforts in support of the warfighter. Additionally, within the NAVFAC corporate structure, we have effectively mapped our roles and responsibilities with NAVFAC to better align our products and services with our resource sponsors and clients. This business plan is aligned with the NAVFAC Strategic Plan and describes how we will focus our energy and effort to make our customers a more effective and ready part of the Navy-Marine Corps Team.

Expeditionary Logistics. These words represent the core competency of our organization and resonate in the actions taken by our employees. As our new name states, the Naval Facilities Expeditionary Logistics Center is the pipeline for the equipment, materiel, training and logistics support that fuels the NCF and our growing list of expeditionary clients. Encompassing the entire life-cycle of the expeditionary facilities spectrum, we Generate, Fulfill and Sustain our client's requirements. Expeditionary forces who go ashore in a contingency with the Seabees have many of the same logistical facilities needs, and benefit from the products and services the NFELC produces.

The Future. The global war on terrorism increased the pressure to modernize our forces while at the same time increased our need to manage and control our costs. These are some of the factors that we must consider as we chart our course for the future. This business plan is our roadmap for the future. It is dynamic, actionable, measurable and focused on our client's needs.

If you have further interest in our plan, I welcome you to visit our website at <http://www.nfelc.navfac.navy.mil>.

A handwritten signature in black ink, appearing to read "J.W. Cowell". The signature is fluid and cursive.

CAPT Jim Cowell
Commanding Officer

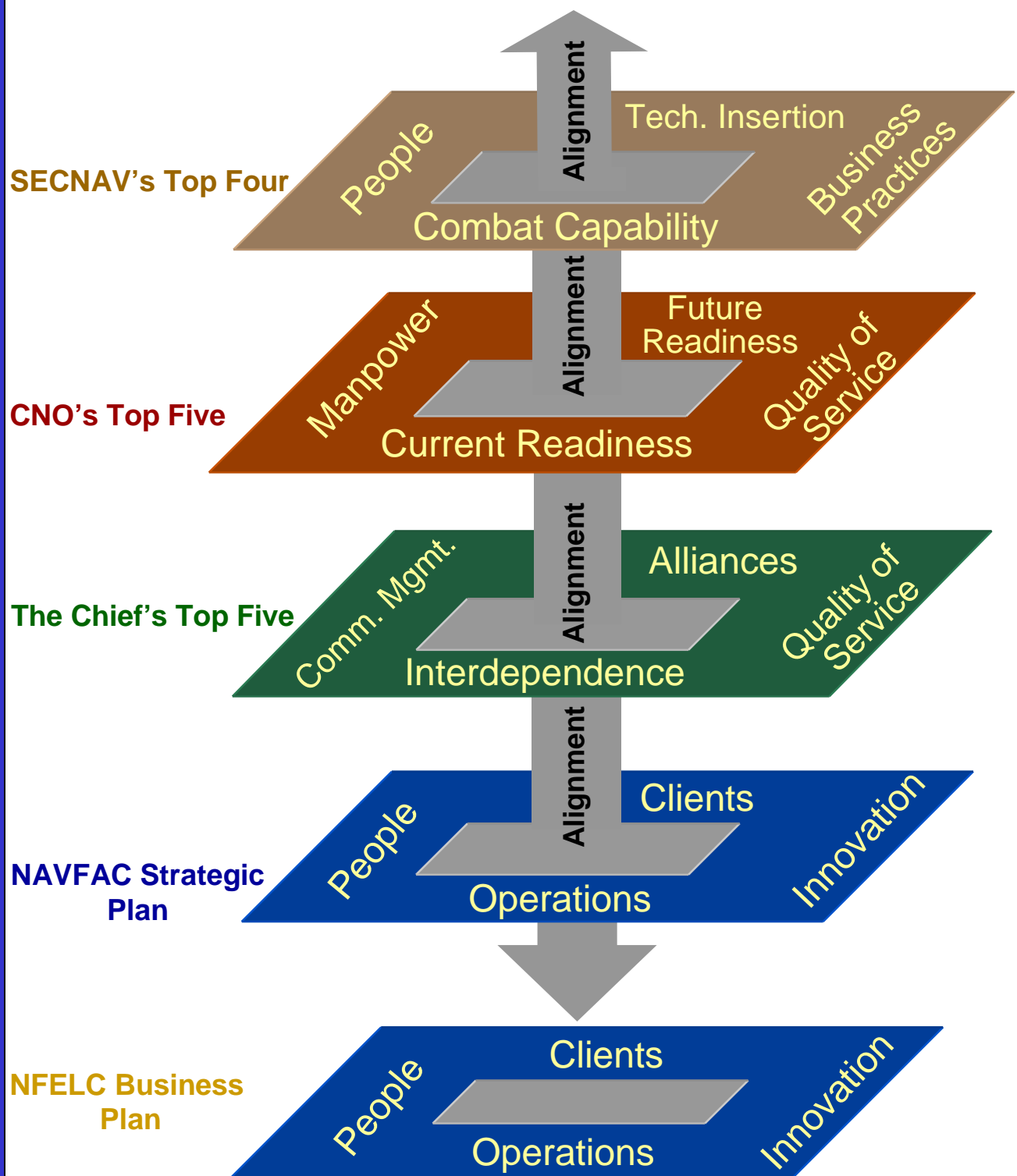
Index

Planning Process	2
Mission/Vision	3
Guiding Principles	4
Products and Services/Clients	5
Plan Outcomes	6
People	7
Innovation	8
Clients	10
Operations	12

**Innovation – Leadership – Performance
Building Readiness Solutions**

Planning Process

Bringing Focus and Alignment to the Organization



Mission

Why We Exist

The Naval Facilities Expeditionary Logistics Center provides materiel, lifecycle support, and training development to enable the readiness of the Naval Construction Force and other expeditionary units.

Vision

What We Want To Be

We are Building Readiness Solutions

Our expert team delivers innovative and responsive solutions to optimize the capability and interoperability of the Naval Construction Force and expeditionary forces worldwide.

Guiding Principles

Accomplish The Mission

**Built on our Navy Core Values of
*Honor, Courage, and Commitment***

Team NAVFAC will:

**Listen first – seek to understand
Communicate openly and honestly
Respect each other
Be accountable**

**Speak with
One Facilities Engineer Voice**

Products and Services

What We Provide to Our Clients

The NFELC Provides the Following Products and Services:

- Table of Allowance Life-Cycle Management
- Generation – Fulfillment - Sustainment of Expeditionary Assets
- Training Solutions and Curriculum
- Tactical Communication Equipment and Information Technology Solutions
- Preservation of CEC & Seabee History

Clients

Our Partners in Readiness

The NFELC serves:

- Naval Construction Force
- Other Expeditionary Units
- See Client MOS, Page 11 for our Client List

Plan Outcomes

People

Properly Shaped/Effective Workforce

Innovation

**Developing Transformational
Readiness for the Expeditionary
Warfighter**

Client

Enabling Client Readiness

Operations

**Delivering Best Value Readiness
Solutions to Navy Expeditionary
Forces**

People

Objective: Properly Shaped/Effective Workforce

Strategic Action Items

N1 – Develop Workforce Shaping Plan in Support of Community Management

Develop and track execution of local workforce shaping (WFS) plans within each NFELC Community. WFS plans will address future requirements for VSIP/VERA, intern hiring, apprentice programs, mid-career hiring, professional development, and workforce training.

PAO - Improve Communication with Workforce

Identify and implement the most effective methods to consistently disseminate information throughout the workforce.

N1 – Promote Employee Professional Development

Identify and implement the best means to enhance professional development within the workforce and track/recognize those communities and individuals that achieve higher/targeted development levels.

N4 – Provide Tools/Machines to Accomplish the Job

Identify gaps in tools/machines (excluding IT) available to accomplish mission goals.

N1 – Recognize Superior Performance, Especially Innovative & Proactive Accomplishments

Encourage a sustained high level of performance throughout the workforce through a combination of setting high expectations, exercising strong leadership and the appropriate use of all forms of incentive awards/recognition.

N4 - Align Logistics Series & Grade

Develop and execute plan to convert miscellaneous series to 0346.

Measures of Success

N1 – Maximize Execution of Annual Training Plan

Track execution of planned versus actual training hours and monitor course feedback to ensure high quality training experiences that produce the desired results.

N1 – Improve FacTS Workforce Survey Results

Review the various levels of FacTS feedback; identify, prioritize, and take action on the few key issues from a workforce perspective.

Innovation

Objective: Develop Transformational Readiness for the Expeditionary Warfighter

Strategic Action Items

N4 - Develop Integrated Logistics Support (ILS) for Table Of Allowance (TOA) Elements

Implement ILS for OPN funded procurements. Put OMNIBUS contract in place to execute applicable logistics requirements.

N4 – Adopt Standard Navy Systems

(A) Develop all logistic documentation in accordance with DoD 5000.

(B) Utilize existing Naval logistics and supply infrastructure to provide support for our clients.

N4 – Develop Commodity Manager Templates & Standard Operating Procedures (SOPs)

Develop standardized and coordinated Fielding Plans that integrate with budget projections for out-year requirements.

N1 – Implement Business Management System (BMS)

Fully develop and incorporate the major CEBL business processes and associated sub-processes into the QUALTRAX/BMS system. Identify process and content owners and begin using the system to improve our work processes through the use of corrective action requests. Involve all levels of the organization.

N4 – Implement Family of Buy Plans & Centralize SLEP

Establish roles and responsibilities for centralized NCF-wide SLEP. Coordinate centralized SLEP plans with the Family of Buys.

N6 – Migrate Naval Construction Force Management Information System (NCFMIS) to Web-Based Environment

Replace the mainframe-based Naval Construction Force Management Information System (NCFMIS) used to manage War Reserve Material (WRM) assets with a web-based system compatible with other Navy logistics applications.

Innovation

Objective: Develop Transformational Readiness for the Expeditionary Warfighter

Measures of Success

N4 – Reduce Footprint of Table of Allowance (Cost, Weight, Cube)

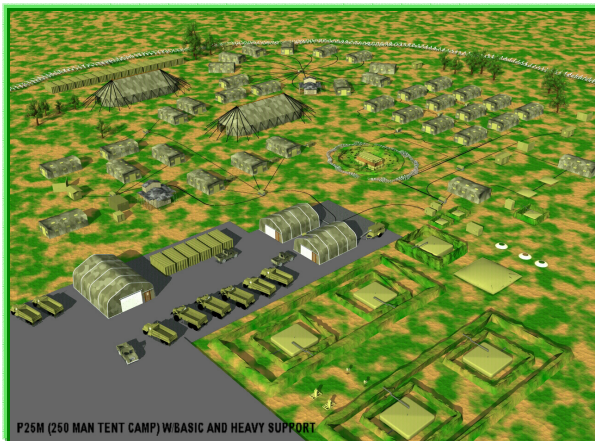
Track fleet recommendations to reduce footprint. Implement as practicable.

N6 – Field TOAMS to Naval Construction Force Units

Implement an approach to accurately manage and track TOA inventory data at the unit level, with the ability to roll up data at higher levels as needed.

N3 – Implement 3-M Across the Naval Construction Force

Convert from the Equipment Repair Order (ERO) System to the Navy's standard Maintenance Material Management (3-M) System to improve NCF readiness. The 3-M System ensures comprehensive logistics support for the Seabee warfighting platform. This MOS facilitates monitoring the NCF's progress in implementing the 3-M System.



Clients

Objective: Enabling Client Readiness

Strategic Action Item

N4 – Expand NFELC Client Base to Include All Navy Expeditionary Forces

- (A) Provide NFELC capability awareness to Navy Expeditionary Forces.
- (B) Establish expanded access to NFELC capabilities for support of all Navy Expeditionary Forces.

N3 – Develop a Client Relations Plan

NFELC's relationships with supported activities and potential clients are vital to its success. This SAI requires development of a plan to ensure NFELC stays in touch with activities and clients, that it remains flexible and responsive to their needs, and that it anticipates their future requirements.

N3 – Develop POA&M to Address Client Survey Issues

This SAI will systematically address issues and opportunities revealed by NAVFAC's annual client FacTS Survey. Data gleaned from this survey and addressed by this POA&M will provide vital information for the Client Relations Plan.

N3 – Develop and Approve NCF Master Deferral Chart

Establish outfitting and customer database and create Master Deferral Chart for Active and Reserve TOAs.

N3 – Establish Structured Program for Managing Training TOAs

Training equipment and materials are currently managed through an assortment of agreements and procedures established more or less informally over time. The goal of this SAI is to formalize training support by developing and establishing Training TOAs and processes to ensure proper management.

Clients

Objective: Enabling Client Readiness

Measures of Success

N4 – Improve FacTS Client Survey Results

Contact clients, discuss expectations and ways to improve support.



Our Clients

First Naval Construction Division
20th Seabee Readiness Group
22nd Naval Construction Regiment
30th Naval Construction Regiment
31st Seabee Readiness Group
ACB ONE
ACB TWO
CECOS Port Hueneme CA
Center for Seabees and Facilities
Engineering
COMNAVBEACHGRU ONE
COMNAVBEACHGRU TWO
COMNAVSPECWARCOM
DISA
EOD GRU ONE

EWTGPAC NAB CA
Expeditionary Logistics Support Force
Navy Coastal Warfare Group ONE
Navy Coastal Warfare Group TWO
NCBC Gulfport MS
NCTC Gulfport MS
NCTC Port Hueneme CA
SPECWAR CSSD
NAVSEA HQ Washington Navy Yard DC
NAVSUP NAVICP Mechanicsburg PA
SPAWAR SSC San Diego CA
USMC Blount Island Command FL
USN Medicine FHSO

Operations

Objective: Deliver Best Value Readiness Solutions to Navy Expeditionary Forces

Strategic Action Item

N1 – Develop Processes to Track Cost & Performance

Establish an accounting structure to track costs for each major NFELC deliverable and a production reporting system to measure the related outputs.

HO – Implement Plan for Preservation of Seabee Historical Records at NFELC

Implement a plan to catalog and describe the Seabee historical records in order to prevent further deterioration and to provide better public access.

N4 – Implement MTRV Program Management with USMC

- (A) Develop roles and responsibilities.
- (B) Establish DoD 5000 Program Support Capability at NFELC.
- (C) Provide Program Support for NCF MTRV program.

N4 – Develop & Institutionalize Master Budget & Execution Calendar

Formalize process for annual budget submission and implementation of Buy Plans.

HO – Implement Historical Program Business Plan

Develop a business plan for NAVFAC Historical Program that coordinates the policies and procedures of the CEC/Seabee Museum in Port Hueneme, the CEC/Seabee Museum Annex in Gulfport, the NAVFAC Historian's Office, and the NAVFAC Archive.

Update and Implement NITC Business Plan and Develop MOU between NITC and NFELC

Multiple NAVFAC CIO initiatives have recently impacted the mission, direction and focus of NITC. These initiatives include NITC as the Enterprise Applications Hosting Site, Federated Virtual CDA Development, a Portal Technology Framework and increased Application Data Integration. NITC must develop a revised Business Plan that addresses its updated 18-month focus. This NITC Business Plan must then be tied to the NFELC's strategic direction with a complementary MOU.

Operations

Objective: Deliver Best Value Readiness Solutions to Navy Expeditionary Forces

N3 – Conduct MUSE Policy Instruction Review

MUSE policies and instructions were established several years ago. The purpose of this SAI is to ensure these policies and instructions remain current and viable into the foreseeable future by systematically reviewing and updating them as necessary.

Measures of Success

N4 – Increase Initial TOA Outfitting (1NCD)

Track current outfitting levels. Analyze and incorporate data into Buy Plans

N4 – Increase Modernized TOA Outfitting (1NCD)

Track current outfitting levels. Analyze and incorporate data into Buy Plans.

N4 – Increase Initial CBR-D Outfitting (1NCD)

Track current outfitting levels. Analyze and incorporate data into Buy Plans.

HO – Complete Preservation of Seabee Historical Records

Track the progress of the preservation of the Seabee historical records and acquire National Archive and Record Administration affiliation by 2007.

N3 – Transform CED Operations to Conform with Performance Work Statement

Construction Equipment Division has been under a Commercial Activities (CA) study since September 2001. Under current plans, a tentative decision will be made in January 2004, to conform to the Performance Work Statement (PWS) by either implementing the government's Most Efficient Organization (MEO) or outsourcing the function to a commercial activity.



Principles Of One Facilities Engineer Voice

**Leadership and Professionalism
are our Foundation.**



Understand your role and how you fit into the big picture.



Respect and support your teammates wherever they work.



Communicate, Communicate, Communicate – and then do it again.



BE PROUD OF YOUR TEAM!

One Facilities Engineer Voice